



the  
**Botanic Garden**  
of Smith College

**BUS SUBSIDY REQUEST**

Bus subsidy funding is provided by donations to The Friends of the Botanic Garden. Subsidies up to \$200 per visit are available to any school group that books a **guided tour at least 4 weeks in advance**. Subsidies must be requested when making tour reservations and are granted on a first come, first served basis.

**Step 1: Make a guided tour reservation, request a subsidy and visit the Botanic Garden.**

**Step 2: Obtain an invoice from the Bus Company. We must have an official invoice showing the date of your visit and cost of the bus. This invoice must be generated *after* your trip, we cannot process an estimate.**

**Step 3: Fill out the information below.**

**Group Information:**

Teacher Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

School Phone Number: \_\_\_\_\_ Date and time of visit(s): \_\_\_\_\_

Bus Company: \_\_\_\_\_

Did your group visit the Museum of Art? YES \_\_\_\_\_ NO \_\_\_\_\_

**Institution/Company (Payee) to be reimbursed (please check one):**

- School
- Bus Company
- Other

Payee tax ID #: \_\_\_\_\_

Mailing Address:  
\_\_\_\_\_

**Step 4: Submit all paperwork *after* your trip to:**

The Botanic Garden of Smith College, Education Dept. Bus Subsidy, 16 College Lane, Northampton, MA 01063

Or FAX to - (413) 585- 2744

Or Email to - [garden@smith.edu](mailto:garden@smith.edu)

**Checklist:**

- This form filled out – REQUIRED
  - Invoice (NOT an estimate) – REQUIRED
  - Signed W-9 form\* (ask your business office) - REQUIRED for first time subsidy payment
- \*The IRS requires Smith College to obtain a signed W-9 form from all Payees as proof of tax status.

Once all required paperwork is received, it takes approximately 6 – 8 weeks to process a bus subsidy.